

# West Dereham Parish Council

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**DRAFT Minutes of the meeting of the Parish Council held on Thursday 30<sup>th</sup> March 2023, at 7.00pm, held in the West Dereham Village Hall.**

**Councillors in attendance:** Cllrs Angela Caley, Andy Challen, Nick Drew (chair), Tim Glover and Keith Gore.

**Members of public present:** 4

## **1. Apologies for Absence.**

Apologies were received and accepted from Cllr S. Glover (alternative commitment).

## **2. Declarations of interest.**

- 2.1. No pecuniary or non-pecuniary interest were declared on any subject on the agenda.
- 2.2. No dispensation requests were received.

## **3. Minutes.**

The minutes of the meeting on Thursday 2<sup>nd</sup> March 2023 were AGREED as a true and correct record and signed by the chairman.

## **4. Updates of items not elsewhere on the agenda.**

- 4.1. Information on the Local Election can be found on the Parish Council website and Facebook page. Information leaflets have been distributed to individual households and are available from the Village Hall

*Cllr A. Caley joined the meeting.*

- 4.2. Allotment plot 4 is no longer vacant.
- 4.3. An application for additional funding, linked to the crowd funding page, was submitted but the project did not meet enough of the criteria for that funding. The crowd funder has raised £1560 so far.
- 4.4. The insurance renewal form has been submitted to obtain a quote for June 23 – June 24. The council's current insurance policy can be accessed on the website.
- 4.5. The Parish Council has raised/been donated a total of £1066.00 towards the £1296.00 cost for a defibrillator, casing and carry bag. The West Dereham Village Hall have agreed to provide the remaining cost of £230.00, plus the cost of installation with money raised from the hub. The Parish Council is awaiting quotes for installation.

## **5. Open Forum for Public Participation.**

- 5.1. To receive a report from Borough Councillor Alan Homes. Not present.
- 5.2. To receive a report from County Councillor Brian Long. Not present.
- 5.3. To receive comments from members of the public.
  - 5.3.1. An enquiry was made as to whether training to use the defibrillator would be provided. The chair informed the meeting that the council will look into once the purchase is complete.
  - 5.3.2. It was noted that an increasing number of pot holes are appearing around the village. Parishioners are encouraged to report the potholes at: [www.gov.uk/report-pothole](http://www.gov.uk/report-pothole)

## 6. Coronation

It was AGREED that the beacon on Sunday 7<sup>th</sup> May at 8:30pm in celebration of the coronation. The church has offered to provide refreshments and the village hall will also be open for refreshments. More details will be found on the Parish Council Facebook page and Website closer to the event.

## 7. Planning Matters.

- 7.1. To consider consultee response to planning applications received from King's Lynn and West Norfolk Borough Council: None.
- 7.2. To consider consultee response to any other application received from King's Lynn and West Norfolk Borough Council after the publication of the agenda1: None.  
<https://www.west-norfolk.gov.uk/mynearest?layer=planning&c=1>
- 7.3. To receive notifications of decisions made by King's Lynn and West Norfolk Borough Council: None.

## 8. Finance.

- 8.1. To note the following receipts:

Payee	Description	Net	Vat	Gross	Method
Parishioner	Defib Donation	£250.00	£0.00	£250.00	BACS
Parishioner	Defib Donation	£50.00	£0.00	£50.00	Cheque
Parishioner	Defib Donation	£250.00	£0.00	£250.00	Cheque

- 8.2. To RESOLVE to AGREE the following payments:

Payee	Description	Net	Vat	Gross	Method
Staffing	Salary/HMRC/Pension	£738.92	£0.00	£738.92	BACS
NPTS	Clerk Training	£54.00	£0.00	£54.00	BACS
Stephenson Smart	Dec Payroll Service	£292.50	£0.00	£292.50	BACS
KL&WN	Dog Bin Emptying	£346.67	£69.33	£416.00	BACS
CGM	Services	£596.13	£119.23	£715.36	BACS
Village Hall	Hall Hire	£20.00	£0.00	£20.00	BACS
ECS Computers	Subscription	£8.25	£1.65	£9.90	DD
Wave	Cemetery Water	£23.93	£0.00	£23.93	BACS
R. Poole	Handyman Works	£106.90	£0.00	£106.90	BACS

*\*To also include any invoices received prior to the meeting.*

- 1.1. To note that a payment of £33.05 to R. Poole was authorised and paid for February's handyman services.
- 1.2. To note that a VAT refund for October 2022 to March 2023 has been submitted. Deferred to next meeting.
- 1.3. It was AGREED the purchase of a replacement battery for the SAM2 sign at a cost of £89.94 (inclusive of VAT). Proposed Cllr A. Challan, seconded Cllr K. Gore.

## 9. Administration.

- 9.1. The Beacon Risk Assessment was reviewed and AGREED.
- 9.2. The Financial Regulations were reviewed and AGREED.
- 9.3. The Standing Orders were reviewed and AGREED.
- 9.4. The Publication Scheme were re viewed and AGREED.
- 9.5. The Statement of Internal Controls were reviewed and AGREED. It was AGREED for Cllr N. Drew will be responsible for the quarterly internal control checks.

9.6. The asset register was reviewed and agreed.

#### **10. Correspondence.**

- 10.1. Resident – 22<sup>nd</sup> March. Received and noted.
- 10.2. Norfolkalk – New County Deal for Norfolk. Received and noted.
- 10.3. SLCC – yearly subscription renewal confirmation. Received and noted.
- 10.4. TRO Norfolk - Continuation of: "Temporary closure of Hilgay Road in the Parish of Ryston to facilitate Anglian Water new site access (WTRO3757). Received, noted & on website.
- 10.5. PKF littlejohn - 2022/23 AGAR external auditor instructions. Received and noted.
- 10.6. NCC – News Update. Received and noted.

#### **11. Members Matters.**

- 11.1. It was noted that Cllr A. Challen has stepped down as chair of the village hall management committee with a new chair and trustees in place.
- 11.2. It was noted that the verge at the end of Station Road, past the bridge, is not being cut by NCC. The council will look into this.

#### **12. Items for the next meeting.**

- 12.1. VAT
- 12.2. Bank reconciliation for end-of-year
- 12.3. Risk assessment spread sheet management tool
- 12.4. Allotment maintenance update

#### **13. Next meeting of the council.**

To confirm that the next council meeting will be the Annual Parish Council Meeting held on Thursday 11<sup>th</sup> May 2023 at 7:00pm in the Village Hall.

**In accordance with the Public Bodies (administration to meetings) Act1960, the meeting RESOLVED to exclude the press and public during the following items due to the confidential nature.**

#### **14. Handyman Services**

- 14.1. The increased hourly rate and mileage costs were noted by the council.
- 14.2. It was AGREED to continue with the services provided at the increased hourly rate, but not the increased mileage costs. Proposed Cllr N. Drew, seconded Cllr A. Challen.

Meeting closed at 8:00pm